

C O P Y

UNITED STATES GOVERNMENT

GENERAL SERVICES ADMINISTRATION
Washington 25, D.C.

Memorandum

TO : Chief, Federal Records Center
St. Louis, Missouri

Date: September 14, 1962

FROM : Deputy Assistant Archivist for Records Management

SUBJECT: Special Reference Service Arrangement

The folders you have been sending USCSC under our special arrangement (whereby the Commission uses Form IM 502) will gradually be coming back to you as the persons involved leave CIA. Each folder will have in it a printed notice to the effect that in addition to the service documented in the OPF, there is also some CIA service for which an employing office can get an abstracted summary by writing CIA.

The folders will come to you via USCSC so that the CIA chargeout file there can be amended.

This new policy was set at a meeting which I attended. Any questions I will try to cover next week when I am at your Center.

/s/
W. Aldredge

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